



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

December 21, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-32

TO: All UPS Agencies and ISIS HR Implementation Agents

FROM: Ronald S. Mitchell
Director

SUBJECT: Garnishment Update

The ISIS HR Project Team should be sending an Excel garnishment spreadsheet to each department/agency implementation agent in mid January 2001 to complete and update. Please follow the instructions of the project team in completing and updating the spreadsheet, collecting original garnishment documents and any other matters that pertain to garnishments.

As indicated in previous memoranda to department/agency heads and UPS agencies, the **new date** for the Office of State Uniform Payroll to assume complete responsibility for establishing all garnishments activities of employees paid under the new ISIS HR System is **pay period March 19, 2001, payday April 6, 2001**. OSUP will respond to all employee garnishments, receive all garnishment notices, and prepare and file answers to garnishment interrogatories. OSUP will maintain all garnishment documents and have sole authority to enter garnishments into ISIS HR and remit garnished wages to the proper party.

Although we have sent letters out to 434 garnishment vendors to advise them that all garnishments beginning March 19, 2001 must be processed by OSUP for agencies being paid on ISIS HR (list of agencies on OSUP internet site or forwarded to vendors upon request), garnishment vendors may still incorrectly serve the garnishment on your agency during this transition period. Also, due to the confusion of delaying ISIS HR payroll from January, 2001, to March 19, 2001, garnishments may be served incorrectly even though we notified the vendors of this change by letter.

Therefore, **it is imperative that agency personnel decline to accept service of any kind of garnishment petition beginning March 19, 2001.** The process server must be directed to deliver the petition to OSUP. **DO NOT** forward any garnishment information or notices to your legal section for review. This will only delay the receipt of the garnishment by OSUP and may result in a penalty imposed by the court on the state for not filing within the required time frames. OSUP is responsible for timely filing of all

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garnishments, but if an agency's action results in a delay and penalty, we would have to charge the penalty to the agency.

This penalty could be the total amount of the garnishment. Please take every measure to assure agency personnel understands the importance of not receiving or holding a garnishment petition beginning March 19, 2001. If personnel have any questions on the receipt of a garnishment, please do not hesitate to call our office. Please address your call to either Laura Odom at (225) 342-5332 or Angel Vernon at (225) 342-0717.

The following types of garnishments are established in ISIS HR although this may not be all-inclusive:

- Child Support
- Creditor Garnishments
- Federal Tax Levies
- State Tax Levies
- Administrative Wage Assignments
- Alimony
- Student Loans
- Medical Support Orders
- Bankruptcy

Your cooperation in garnishment matters is very important to assure a smooth transition of garnishment responsibilities from the agencies to OSUP. If you have any questions on this matter, please call Jena Cary or me at (225) 342-0713.

RSM/kmb